

Last Revised Date: 05/01/2017

General Information

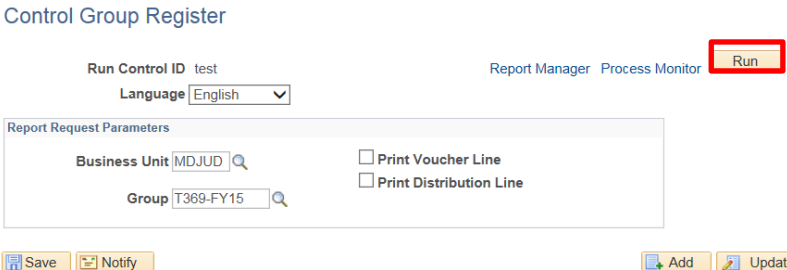
Task	Process Information
Running a BI Publisher Report	<p>In the past GEARS Reports have been available in two formats, BI Publisher and Crystal (an older technology). With the Tools Upgrade applied to GEARS the weekend of December 12, 2016, Oracle is no longer supporting the old Crystal format. Going forward, please select the BI Publisher format on your Process Scheduler Request page (the page displayed after the Run Control page). Soon the Crystal format will be removed from the Process Lists, and only the BI Publisher format will be available.</p> <p>This tip sheet describes the steps for running and viewing the output of a BI Publisher report.</p>

GEARS Navigation

Navigate to the report you want to run and add a new run control.

1.0 Process

This document is intended to provide a quick reference to running BI Publisher Reports within GEARS.

STEP	ACTION	DETAILS
1.	<p>Fill in all the run control information for your report, and then click the Run button.</p> <p>NOTE: In this example, a Control Group Register report will be run.</p>	

<div>2.</div> <div>The Process Scheduler Request page displays.</div> <div>Select the BI Publisher version of the report.</div> <div>NOTE: Check to be sure the Server Name is set to PSUNX.</div>	<div><div>Process Scheduler Request</div><div><div>User ID TAMMY.SITARRun Control ID test</div><div><div>Server Name PSUNX</div><div>Run Date02/22/2017</div><div>RecurrenceRun Time10:57:57AM</div><div>Time Zone</div><div>Reset to Current Date/Time</div></div><div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr><tr><td><input type="checkbox"/></td><td>AOC Full Control Register</td><td>AOC1011A</td><td>SQR Report</td><td>Web</td><td>PDF</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>AOC Summary Control Sheet</td><td>AOC1011B</td><td>SQR Report</td><td>Web</td><td>PDF</td><td>Distribution</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Control Group Register</td><td>APX1011</td><td>BI Publisher</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></table><div><div>OK</div><div>Cancel</div></div></div></div></div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	AOC Full Control Register	AOC1011A	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	AOC Summary Control Sheet	AOC1011B	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	Control Group Register	APX1011	BI Publisher	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																							
<input type="checkbox"/>	AOC Full Control Register	AOC1011A	SQR Report	Web	PDF	Distribution																							
<input type="checkbox"/>	AOC Summary Control Sheet	AOC1011B	SQR Report	Web	PDF	Distribution																							
<input checked="" type="checkbox"/>	Control Group Register	APX1011	BI Publisher	Web	PDF	Distribution																							
<div>3.</div> <div>Click the OK button.</div>																													
<div>4.</div> <div>Make note of the Process Instance number, and then click the Process Monitor link.</div>	<div><div>Control Group Register</div><div><div>Run Control ID testLanguage English</div><div>Report ManagerProcess MonitorRun</div><div>Process Instance:1192851</div><div><div>Report Request Parameters</div><div><div>Business UnitMDJUD</div><div>GroupT369-FY15</div><div><input type="checkbox"/> Print Voucher Line<input type="checkbox"/> Print Distribution Line</div></div><div><div>Save</div><div>Notify</div><div>Add</div><div>Update/Display</div></div></div></div></div>																												
<div>5.</div> <div>The Process List page displays.</div> <div>Click the Refresh button, and continue clicking the Refresh button until the Run Status = Success and Distribution Status = Posted.</div>	<div><div><div>Process ListServer List</div><div>View Process Request For</div><div><div>User IDTAMMY.SITARTypeLast14HoursRefresh</div><div>ServerNameInstance FromInstance To</div><div>Run StatusDistribution StatusSave On Refresh</div></div><div><div>Process List</div><div>PersonalizeFindView AllFirst1 of 1Last</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>1192851</td><td></td><td>BI Publisher</td><td>APX1011</td><td>TAMMY.SITAR</td><td>02/22/2017 10:57:57AM EST</td><td>Success</td><td>Posted</td><td>Details</td></tr></table><div><div>Go back to Control Group Register</div><div><div>Save</div><div>Notify</div></div><div>Process ListServer List</div></div></div></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1192851		BI Publisher	APX1011	TAMMY.SITAR	02/22/2017 10:57:57AM EST	Success	Posted	Details								
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details																				
<input type="checkbox"/>	1192851		BI Publisher	APX1011	TAMMY.SITAR	02/22/2017 10:57:57AM EST	Success	Posted	Details																				

6.	Click the Go back to Control Group Register link (or other link for your report) to return to the Report Request Parameters page.
7.	<p>Your Report Run Control page displays.</p> <p>Click the Report Manager link.</p>
8.	Click the Administration tab.
9.	<p>The View Reports page displays.</p> <p>Click the link for the report (and Process Instance Number) you wish to view.</p> <p>The report will open as a PDF file in a separate window.</p>

Control Group Register

Run Control ID: test

Language: [English](#)

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Business Unit: [MDJUD](#)

Group: [T369-FY15](#)

☐ Print Voucher Line

☐ Print Distribution Line

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

List Explorer **Administration** Archives

View Reports For

User ID: TAMMY.SITAR Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1143762	119285	APX1011 - APX1011.pdf	02/22/2017 11:00:17AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1143749	1192839	AOC Revenue Bal Report	02/21/2017 7:12:35PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1143745	1192835	AOCGLI01	02/21/2017 3:17:09PM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	1143744	1192834	AOCV1000	02/21/2017 3:15:22PM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	1143743	1192833	FS_JGEN	02/21/2017 3:02:16PM	Text Files (*.txt)	N/A	

☒ Select All ☐ Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Control Group Register](#)

[Save](#)



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.